

Workplace Alaska

Class Specification Chief Deputy Clerk I, ACS

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Definition:

Under general direction, the Chief Deputy Clerk I serves as the primary assistant to the clerk of court of a court of medium size. This is a supervisory job class with substantial authority to employ, discipline, train, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

Chief Deputy Clerks I serve in the Bethel, Juneau, Kenai, and Ketchikan trial courts. Chief Deputy Clerks II serve in the Fairbanks and Palmer trial courts. A Chief Deputy Clerk III serves in the Anchorage trial court.

A Chief Deputy Clerk I performs difficult work of a professional and involved nature that presents new or constantly changing operational problems that are not easily evaluated or resolved. Detailed knowledge of trial court functions is required. A high degree of independent judgment is necessary to expeditiously resolve operational problems.

Supervision Received: Chief Deputy Clerks I receive general direction from the clerk of court, area court administrator, or judge. Supervision and evaluation are based on the overall production and efficiency of the entire deputy clerk function.

Supervision Exercised: Chief Deputy Clerks I are responsible for, or assist in the recruitment, training, evaluation, and discipline of Deputy Clerks and other trial court staff. They may also settle informal disputes among subordinate employees. Responsible, independent judgment is exercised in these functions.

Examples of Duties:

Assist the clerk of court in planning, implementing, directing, and monitoring the non-judicial activities of the trial court.

Assist the clerk of court with supervision of staff. This includes recruitment, training, evaluation, counseling, and progressive discipline.

Perform job duties of subordinates as necessary to maintain workflow during absences or peak workload.

Assume the duties of clerk of court in the clerk's absence to include full supervision of staff, management of personnel issues, workflow management, administration of policy and procedures, and act as management representative for the court.

Make recommendations and implement changes in work procedures.

Prepare, maintain, and update procedural manuals and resource materials.

Answer inquiries in writing, in person, and over the phone from judges, attorneys, and the general public concerning specific cases or general court policies and procedures.

Perform other duties as required or for training purposes.

Knowledge, Skills and Abilities:

A Chief Deputy Clerk I requires knowledge of:

- The Rules of Court, Supreme Court Orders, Administrative Rules, and local court policies governing the record keeping, accounting, and case processing functions.
- Work systems and procedures involved in the record keeping, accounting, and case processing functions.
- The policies and procedures of other public and private agencies as they apply to the court.
- The principles of supervision.

A Chief Deputy Clerk I requires skill in:

- Supervision, workflow management, problem identification, definition, and resolution.

- Motivating employees to work in accordance with established policies and procedures and to achieve required performance standards of quality and quantity.

A Chief Deputy Clerk I requires the ability to:

- Follow oral and written instructions, organize and assign work to subordinates.
- Analyze situations and take prompt, effective action.
- Convey information, orally or in writing, to a variety of individuals in simple, understandable, and precise terms.
- Comprehend written material and interpret and apply rules and instructions.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND two years of technical or professional legal work experience AND the ability to type at least 40 words per minute.

OR

A bachelor's degree from an accredited college AND the ability to type at least 40 words per minute.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

NOTE: The required technical or professional legal work experience is met by service as a Deputy Clerk II, Deputy Clerk III, Legal Technician, Court Supervisor, Clerk of Court, Administrative Assistant, or Chief Deputy Clerk with the Alaska Court System or similar legal work experience with another employer.

Minimum Qualification Questions:

Have you received a high school diploma or obtained a General Educational Development (GED) certificate?

AND

Do you have two years of technical or professional legal work experience?

AND

Can you type at least 40 words per minute?

Or Substitution:

Do you have a bachelor's degree from an accredited college?

AND

Can you type at least 40 words per minute?